

**BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES April 16, 2019**

I. Call to order

A. Note compliance with Open Meeting Law

The meeting was called to order at 5:30 pm

B. Roll Call

Members present: J. Ellington, J. Gunnell, F. Hartmann, A. Kujawa, B. Persche, B. Stelling

Members absent: L. Steffes, L. Von Asten

Others present: J. Bergin

C. Approval of the March 19, 2019 Library Board meeting minutes (Open session and Closed session)

Motion to approve the minutes: F. Hartmann

Second: A. Kujawa

Vote: Motion passed unanimously

D. Approval of the Agenda

Motion to approve the Agenda: A. Kujawa

Second: J. Gunnell

Vote: Motion passed unanimously

II. Public Hearings/Appearances

None

III. Action Items

A. Building expansion project update.

Building committee met with architects on 4/10 to review first draft of schematic design. Committee was pleased with internal lay-out of library spaces, as well as initial ideas for book drop placement, changes in auto traffic flow patterns and external green/public spaces. Two options were presented for the external building – one with a flat roof and the other with a series of peaked roofs. Suggestions were made by the building committee for refinements of the external look such as making the main entrance more prominent appearing and the overall feel a bit less “modern” to fit in with more of the historic feel of the neighborhood and downtown. The building committee will meet again with the architects on 4/18 to continue to refine the schematic design. The full board will meet with the architects on 4/23 to view the schematic design.

B. Budget amendment proposal for cleaning contractor.

For the remainder of 2019, the library will be cleaned by a contractor (Bob Roltgen) rather than the past housekeeper position. J. Bergin recommended moving funds in the budget to accommodate the change.

Motion to move \$8,100 from budget line item 120 (Wages) to budget line item 260 (Repairs & Maintenance Services – Buildings): A. Kujawa

Second: F. Hartmann

Vote: Motion passed unanimously

C. J. Watts resignation, VP nomination.

J. Gunnell was nominated for position of Vice-President for the remaining of J. Watts' term.

D. President to appoint Nominating Committee to address upcoming term ends 6/2019 for A. Kujawa, L. Von Asten

J. Gunnell and L. Steffes were appointed as the Nominating Committee.

E. Request adjacent county reimbursements via SCLS

Motion to request adjacent county reimbursements via SCLS (state law chapter 43): A. Kujawa

Second: B. Stelling

Vote: Motion passed unanimously

F. Bills: A. Kujawa, Examiner

Motion to pay the bills: A. Kujawa

Second: J. Gunnell

Vote: Motion passed unanimously

IV. Information items

A. Director appraisal comments should be sent to John E. by April 30.

B. Teen Advisory Board report
No report this month.

C. Financial Summary
See report in meeting packet.

D. Revenue and donations report
See report in meeting packet.

E. Expenditure report

See report in meeting packet.

F. Trust Fund report

Review of bids for Library Segregated CD maturing 4/23/2019.

Motion to move the CD funds maturing on 4/23/2019 to WCCU Credit Union for 13 months at 2.53%: A. Kujawa

Second: B. Persche

Roll Call in Favor: J. Ellington, J. Gunnell, F. Hartmann, A. Kujawa, B. Persche, B. Stelling

Roll Call Opposed: None

G. Staff reports

a. Adult Services Report

Refer to report for details.

b. Youth Services Report

Refer to report for details. Continued planning for Summer Program – Galaxy of Stories

c. Director's Report

Refer to report for details.

Reading Rally to be held on courthouse lawn during May 11 Fair on the Square to promote building project – PR team planning. Deb H. from SCLS working with staff on plans to upgrade adult services work room.

H. Statistics

Refer to packet for details.

I. Friends report

Refer to last Friends' meeting minutes in packet. Preparing for May book sale. Completed Music with Friends Concerts – well attended this year.

J. Correspondence

None.

V. Adjourn

Motion to adjourn: J. Gunnell

Second: B. Persche

Vote: Motion passed unanimously

The meeting adjourned at 6:15 pm.